

## **Shelter In-Place Incident**

<b>On-Site Resources</b>	
<ul style="list-style-type: none"><li>▪ Emergency Operations Plan<ul style="list-style-type: none"><li>- Evacuation Plan</li><li>- Severe Weather Procedures</li><li>- Emergency Transportation Plan</li><li>- School Cancellation Plan</li></ul></li><li>▪ Crisis Response Team</li><li>▪ School Resource Officer</li><li>▪ Universal Precautions Kits</li></ul>	
<b>Off-Site Resources</b>	
<ul style="list-style-type: none"><li>▪ Local/County/State Police Agencies</li><li>▪ Fire Department</li><li>▪ Public Information Officer (PIO)</li><li>▪ District Executives</li><li>▪ Emergency Transportation</li></ul>	
<b>Procedures</b>	
<ol style="list-style-type: none"><li>1. Shelter In-Place areas may vary depending on time of day and nature of threat</li><li>2. Identify safe area</li><li>3. Administrator or designee will announce the Shelter In-Place and give instructions</li><li>4. Ensure all students and staff are inside facility</li><li>5. Teachers should take immediate action to account for and document all students present (both at beginning of incident and at conclusion of incident)</li><li>6. Ensure all exterior doors and windows are closed</li><li>7. Document all actions</li><li>8. Turn off ventilation system in event of biological or chemical emergency</li><li>9. Notify Public Information Officer (PIO)</li><li>10. Notify District Executives</li><li>11. Refer to Vendors List and activate MOUs for Facilities, Food, Transportation, etc.</li><li>12. Determine whether school can remain open.</li><li>13. Upon school closure, refer to appropriate documentation in Communication, Notification and Public Information section.</li></ol>	